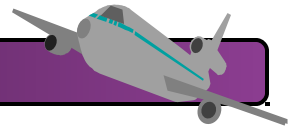
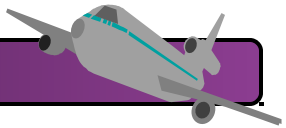


Defense Travel System Training Program

MAJ Mark Rendina
(703) 607-1498, ext. 6831
24 Feb 99

Agenda

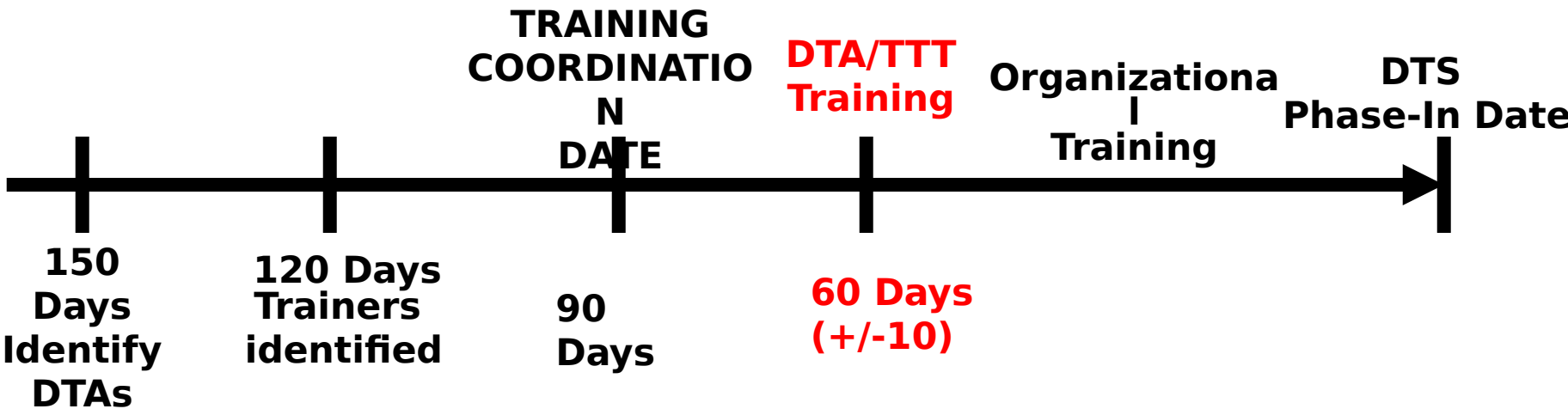


Defense Travel System Training Program

- Defense Travel System (DTS)
  Training Timeline
- Objectives
- Expectations
- Requirements
- Training Priorities
- Training Outline

Training Timeline

Defense Travel System Training Program

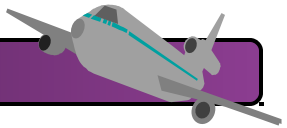


Training Program Objectives

- To train and familiarize Defense Travel Administration (DTA) personnel and organizational trainers in all aspects of the DTS

- To provide training materials to support the conduct of initial and sustainment DTS training for travelers and Authoriz[illegible])

Training Requirements

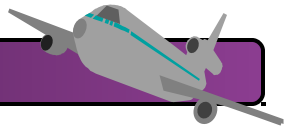


Defense Travel System Training Program

- **<u>Government Training</u>: regulations, policies, and procedures pertinent to the Defense Travel System**
- **<u>Contractor Training</u>: function and use of the Common User Interface (CUI) within the Defense Travel System**
- **Government and contractor training has been developed and will be executed in an integrated manner**

PMO-DTS is Responsible for Approval and Oversight of Both DoD and Contractor Training

Target Audiences



Defense Travel Administration (DTA): administrative aspects of the Defense Travel System at the organizational level (as determined by Service or Agency)

Authorizing Officials (AO): have authority to determine when temporary duty (TDY) travel is necessary, authorize travel, approve arrangements, obligate funds, and authorize payment

Travelers: have access to, or require the services of the Defense Travel System, to arrange travel

DTS Training Program

Defense Travel System Training Program

- **Joint training effort:**
  - **Government:**

Policies/Procedures

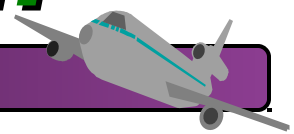
  - **TRW: System Training (CUI)**

- **Centralized Locations - DTR6**

- **Comprehensive Instruction Materials**

DTS Training Program

Defense Travel System Training Program



- Quarterly DTA Seminars in Washington, DC
- DTA Functional Training Session--week 1
- 2 TTT TVLR/AO Blocks of Instruction--week 2

On Site

MON **TUES** **WED** **THURS** **FRI**

TVL

DTA Functional Training

WEEK ONE

TTT Traveler/AO

TTT Traveler/AO

TVL

WEEK TWO

DTS Training Program

Defense Travel System Training Program

Quarterly DTA Seminar

- **2-3 day seminar offered once a quarter with PMO subject matter experts available**

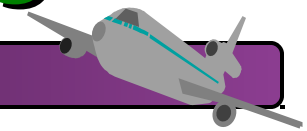
- **Purpose: enable the services/agencies to develop their DTS hierarchies; not hands-on functional training**

- **Target audience: developers of DTS hierarchies who will phase-in DTS in 90-150 days**

- **Services must fund seminar attende**

DTA Functional Training

Defense Travel System Training Program

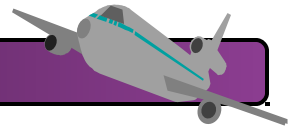


Curriculum

- **Four (4) days in length (Tuesday - Friday)**
- **Integrated government and vendor training**
- **Training will include:**
  - **Overview of DTS**
  - **Training video**
  - **Public Key Infrastructure/Digital Signature**
  - **Simplified Entitlements**
  - **Authorizing Official (AO) responsibilities**
  - **AO and traveler use of DTS software**
  - **Specific DTA functional use of DTS software**
- **32 total training hours (8 hours per day)**

TTT
AO and Traveler

Defense Travel System Training Program

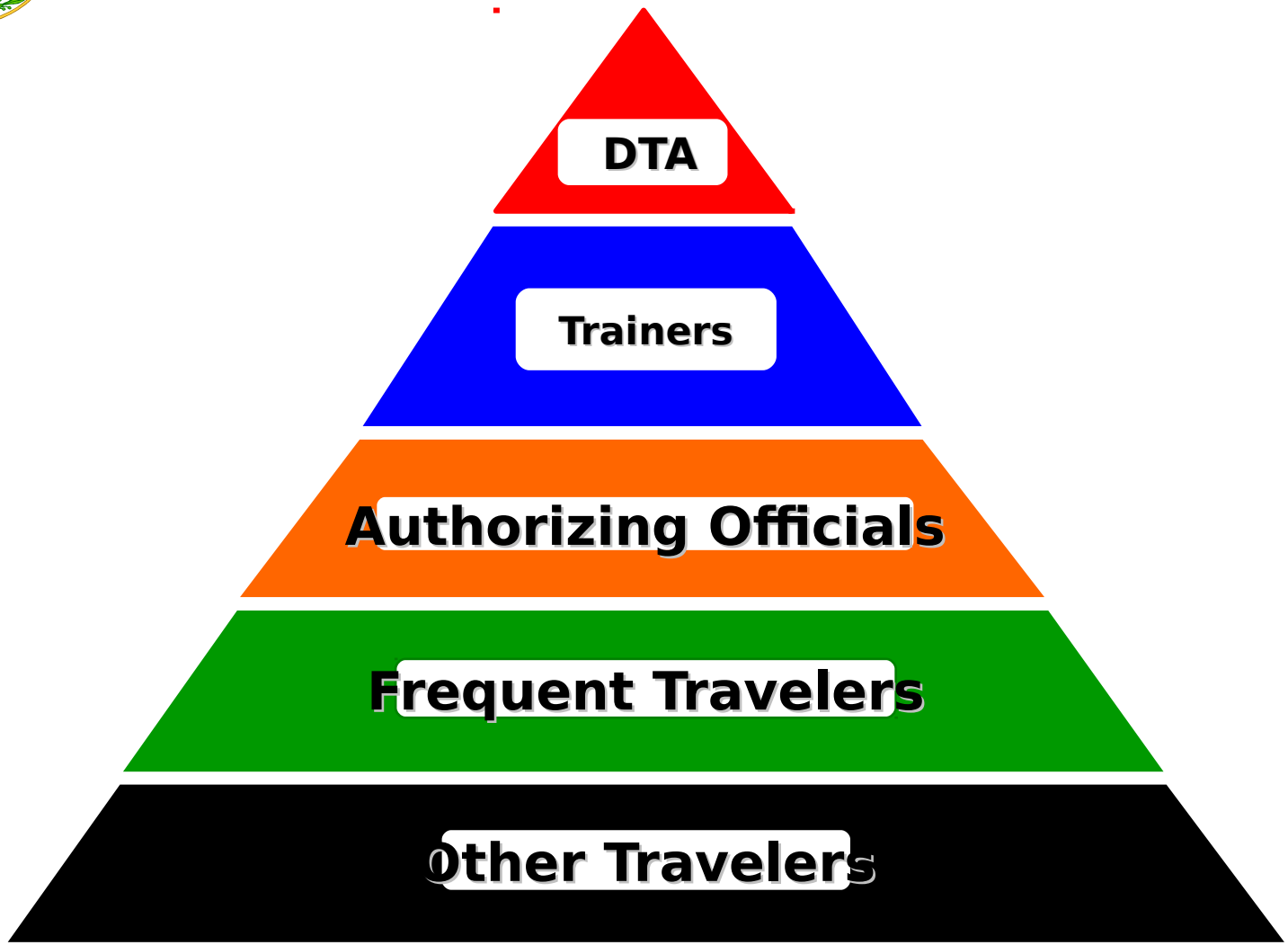


Curriculum

- **Two (2) days in length (Mon-Tue or Wed-Thurs)**
- **Integrated government and vendor training**
- **Training will include:**
  - **Overview of DTS**
  - **Training video**
  - **Public Key Infrastructure/Digital Signature**
  - **Simplified Entitlements**
  - **AO and Traveler responsibilities**
  - **AO and Traveler use of DTS software**
  - **Use of all training aids**
- **16 total training hours (8 hours per day)**

Training Priorities

Defense Travel System Training Program



DTS Training Program

Defense Travel System Training Program

To complete training you need:

- **COMMAND/ORGANIZATION SUPPORT!!!!**

- **Training Facility with access to a computer, Liquid Crystal Display (LCD) or panel projector, and projection screen**

- **Computer Requirements (minimum):**
  - **-- PC 486 or better**
  - **-- 8MB RAM (16 MB preferred)**
  - **-- 3 1/2 inch floppy drive**
  - **-- 5 MB free disk space**
  - **-- Windows 3.1 or later**
  - **-- CD-ROM Player**

Additional Training/Support

Defense Travel System Training Program

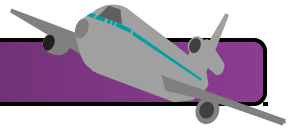
- Transportation Officer (TO)*
- Alternate Contracting Officer Representative (ACOR)*
- Quality Assurance Evaluator (QAE)*
- Registration Authority (RA)*
- Local Registration Authority (L

(*Functional training/not TTT)

Sustainment training/suppor

- On-line Help
- Computer-based training
- Presentation slides/scripts
- DTS User's Guide
- Help desk support

Defense Travel System



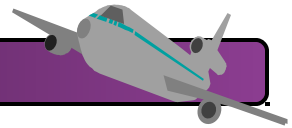
AN EFFECTIVE TRAINING PROGRAM

IS ESSENTIAL FOR THE SUCCESSFUL

IMPLEMENTATION OF THE

DEFENSE TRAVEL SYSTEM

FOR THE DEPARTMENT OF DEFENSE



Questions ?